

Phoenix Art Museum is looking for a **Public Programs Manager** to lead, implement, and develop strategy for Phoenix Art Museum's programs and activities centered on learning and connection. Integrate education, public programs, and interpretation strategy to provide dynamic learning opportunities that increase accessibility to the Museum. Conceive and implement programs that further the Museum's strategic plan as well as with other Museum departments and Support Groups to build strategic and interdisciplinary programming that address multiple audiences and program formats.

Job Duties:

1. Initiate, research, develop, and implement imaginative and creative public programs and engagement opportunities for a wide-range of adult audiences. Programs include, but are not limited to, film programs, artist talks, performances, gallery programs, workshops, discussions, lectures, and other events, with an emphasis on programs related to exhibitions, collections, and interdisciplinary practice.
2. Supervise and mentor Higher Education Program Coordinator and Teen Programs Coordinator, working with them to develop and integrate target audiences.
3. Oversee evaluation of all public programs and use data to inform programming decisions.
4. Recruit and liaise with artists, curators, speakers, and performers at all stages to ensure successful development and delivery of programs.
5. Manage, recruit, and train contract staff, interns, and Museum volunteers.
6. Develop strategies to fund and sustain public programs at the Museum.
7. Work collaboratively with curatorial, membership, and marketing departments, as well as the Museum's Support Groups to create and sustain strategic partnerships with new and diverse audiences.
8. Broaden and increase attendance at public programs, while creating programs that convert participants to visitors, visitors to members, and members to donors.
9. Seek community input and a variety of voices in an effort to best reflect and respond to community interests in programming decisions.
10. Develop offerings for Access and Functional Needs Communities.
11. Oversee day-to-day operations including event logistics, budgets, reporting, grants, contracts, timelines, calendars, correspondence, and marketing materials, among others.
12. Manage and implement all event logistics and details, from set-up, breakdown, technical needs, and volunteer management. Work closely with marketing team to develop and implement marketing strategies for public programs. Generate marketing copy for all events.
13. Understand and stay aware of innovative museum programs and trends nationally and internationally.
14. Represent Phoenix Art Museum at local, national, and international conferences and gatherings as presenter and/or representative.

Minimum Qualifications:

1. Bachelor's degree in museum education, art history, or related field. Master's degree preferred.
2. Minimum 3 years' museum experience in programs and events.
3. Minimum 2 years' supervisory/management experience required.

Knowledge of:

1. Working with creative communities (experience with the Phoenix creative community is a plus). Should be active in the arts community, with the ability to make connections, recruit and work closely with artists in all disciplines.
2. Strong leadership, interpersonal, planning, and organization skills.
3. Public programming and practice in museums, preferably broad knowledge of culture, art, music, dance, performance, and public dialogue.
4. Excellent written and verbal communication skills and professionalism, and skills teaching and presenting.
5. Event and project planning, strong decision-making capability, and organizational skills with attention to detail.
6. Project evaluation and evaluation techniques.

Skill and ability to:

1. Communicate verbally in English and Spanish in an effort to best reflect our diverse communities.
2. Facilitate inquiry-based and inclusive conversations in the galleries with audiences of all ages.
3. Demonstrate a high-level of problem solving skills and diplomacy.
4. Manage staff, budgets, and other resources in a fast-paced, deadline-driven environment.
5. Work events and flexibility to work evenings and weekends is required.
6. Organize and accomplish multiple projects concurrently.
7. Work effectively with a wide variety of Museum staff, supporters, visitors, members, and volunteers.

Please email cover letter, resume, and salary requirements with job code PAM-PPM to HR@phxart.org

**** Incomplete applications may not be accepted for review ****